

ACADEMIC LESSON PLAN OF 2026 -27
COMMUNICATION SKILLS IN ENGLISH / THEORY

Department	Basic Science & Humanities	Year	1st
Faculty	Panchanan Barik	Subject	Communication Skills in English
Periods/Week	02	Total Periods	64
From	17/08/2026	To	17/04/2027

Sl.No.	Week	Period/Day	Topics to be Covered
01	1	1st	Unit-1 introduction to syllabus
02		2nd	Unit-5 vocabulary of commonly used words.
03	2	1st	Unit-1 Process of Communication
04		2nd	Unit-1 Communication Model
05	3	1st	Unit-5 commonly used administrative terms
06		2nd	Unit-1 Formal Communication
07	4	1st	Unit-1 Informal Communication
08		2nd	Unit-5 one word substitution
09	5	1st	Unit-1 verbal & Non-verbal communication: Kinesics
10		2nd	Class test-1
11	6	1st	Unit-1 Barriers to effective communication
12		2nd	Unit-1 Semantic & Psychological Barriers
13	7	1st	Unit-1 Physical & Cultural Barriers
14		2nd	Unit-5 parts of speech.
15	8	1st	Unit-1 7Cs Considerate/Concrete/Concise
16		2nd	Unit-1 7Cs Clear/Complete/Correct/Courteous
17	9	1st	Unit-1 Art of Effective Communication
18		2nd	Unit-1 Choosing Words
19	10	1st	Unit-1 Voice & Modulation
20		2nd	Unit-1 Clarity, Time & Simplification
21	11	1st	Unit-1 Technical Communication
22		2nd	Class test-2
23	12	1st	Unit-2 Soft & Hard Skills

24		2nd	Unit-2 Importance of Soft Skills
25	13	1st	Unit-2 Self-awareness
26		2nd	Unit-2 Self-analysis
27	14	1st	Unit-2 Across Cultures
28		2nd	Unit-2 Revision
29	15	1st	Unit-3 An Astrologer's Day Intro
30		2nd	Unit-3 An Astrologer's Day Explanation
31	16	1st	Unit-3 An Astrologer's Day Exercise
32		2nd	Unit-3 The Missing Mail Intro
33	17	1st	Unit-3 The Missing Mail Explanation
34		2nd	Unit-3 The Missing Mail Exercise
35	18	1st	Unit-3 Doctor's Word Introduction
36		2nd	Unit-3 Doctor's Word Explanation
37	19	1st	Unit-3 Doctor's Word Exercise
38		2nd	Unit-3 Gift of the Magi Intro
39	20	1st	Unit-3 Gift of the Magi Explanation
40		2nd	Unit-3 Gift of the Magi Exercise
41	21	1st	Unit-3 Stopping by Woods
42		2nd	Unit-3 Where the Mind is Without Fear
43	22	1st	Unit-3 Daffodils
44		2nd	Unit-3 To My True Friend
45	23	1st	Class test-3
46		2nd	Unit-4 Summary Writing
47	24	1st	Unit-4 Summary Practice
48		2nd	Unit-4 Report Writing
49	25	1st	Unit-4 Report Practice
50		2nd	Unit-4 Applications
51	26	1st	Unit-4 Personal Letters
52		2nd	Unit-4 Business Letters
53	27	1st	Unit-4 Business Letter Practice
54		2nd	Unit-4 Drafting E-mail
55	28	1st	Unit-4 Notice Writing
56		2nd	Unit-4 CV/Resume
57	29	1st	Unit-5 Vocabulary
58		2nd	Unit-5 Administrative Terms
59	30	1st	Unit-5 One-word Substitution
60		2nd	Unit-5 Parts of Speech
61	31	1st	Class test-4
62		2nd	Unit_5 Tenses
63	32	1st	Unit-5 Voice Change & Punctuation
64		2nd	Final Revision

HOD

Principal